

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Annual Leave Open Enrollment Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20, and 21	REFERENCE NUMBER: 2007-009
DATE ISSUED: 03/23/07	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors**

FROM: Department of Personnel Administration
Classification and Compensation Division

CONTACT: Personnel Services Branch
(916) 323-3343
Fax: (916) 327-1886
Email: psb@dpa.ca.gov

This is to notify departments of the open enrollment period for the Annual Leave Program (ALP) for Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20, and 21. The open enrollment period begins April 01, 2007 through April 30; and occurs annually thereafter.

During the open enrollment period, employees may elect to enroll into the ALP, or elect to opt out, of the ALP. Enrollment into, and out of, the ALP will occur annually. All enrollments forms must be received by the employee's personnel office between April 1 and April 30. The effective date of the enrollment shall be the first day of the June pay period.

Employees who are excluded from collective bargaining, and represented employees covered by Bargaining Units 2, 5, 6, 7, 8, 9, 10, 12, 13, 16, 18, and 19, maintain a continuous enrollment eligibility period. Employees must remain in Annual Leave or Sick Leave/Vacation for at least 24 months from the last date of election.

The attached guidelines and election form may be used in order to assist departmental staff in administering the ALP. Information regarding the ALP may also be found on our website, at www.dpa.ca.gov.

If your designated personnel office staff person has questions regarding opting into, or out of, the ALP, he or she may contact the Personnel Services Branch at the email address listed above.

/s/Daryll Tsujihara

Daryll Tsujihara, Chief
Classification and Compensation Division